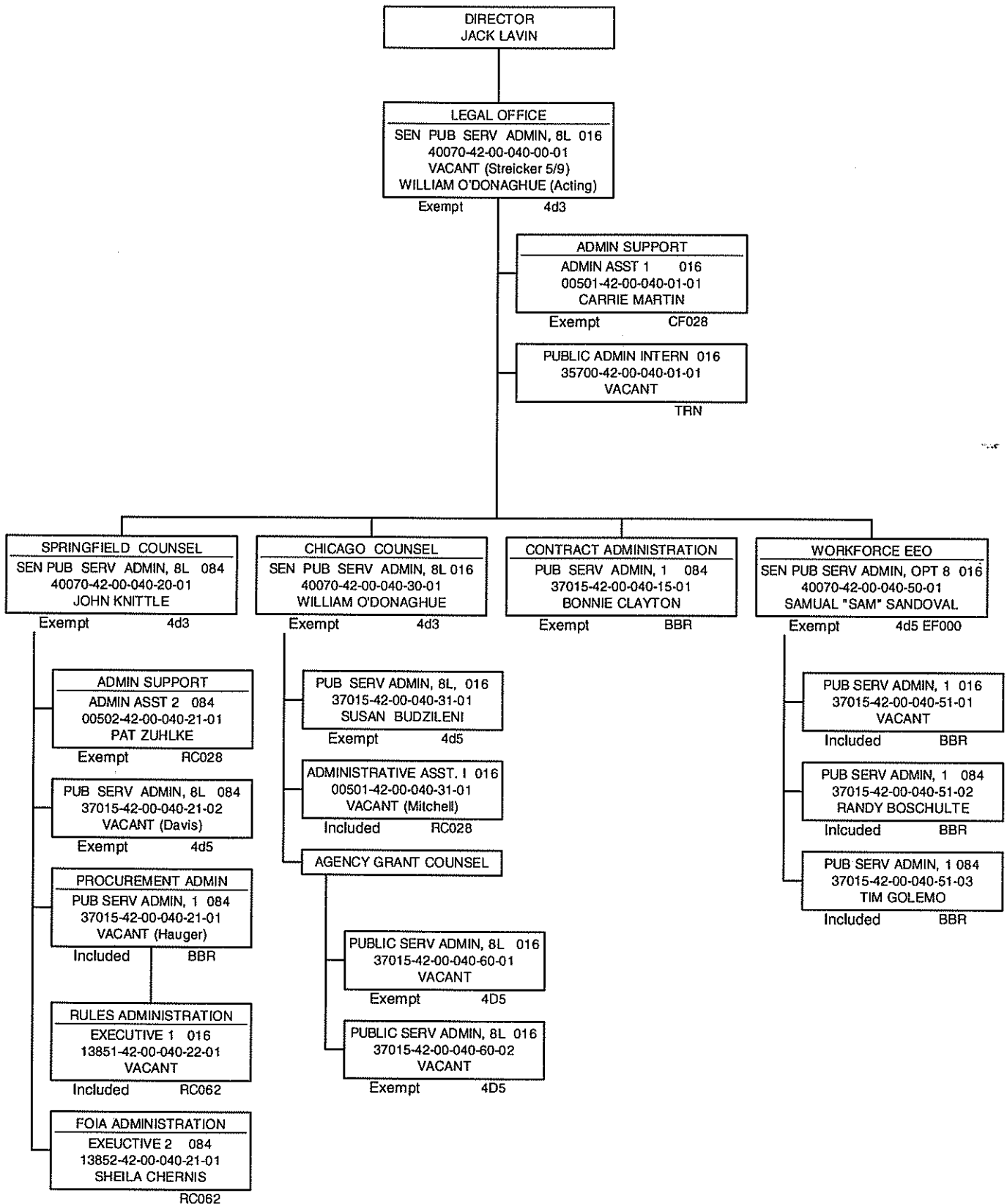


DIRECTOR'S OFFICE
LEGAL OFFICE

0005

July 8, 2008





ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

Sam Sandoval

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position Senior Public Service Administrator		EO Manager			8L	40070-42-00-040-50-01			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH.	8. AUDIT	9. OFFICE USE
Existing Position						084			
New/Revised Position DCEO		Legal Office			4d5	016	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							06-01-07		
New/Revised Position Workforce Equal Opportunity		N/A			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input checked="" type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position Sangamon									
New/Revised Position Cook, 100 W Randolph, Chicago, IL		EF000							
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	Subject to management approval of the Chief Legal Counsel, formulates, develops, implements and control the Equal Opportunity (EO) Non-Discrimination Policies and Procedures for the Workforce Investment Act (WIA); develops all policy and program initiatives for programs in the Division; develops all procedural processes for administering EO development and administration for WIA programs.								
25%	1.	Formulates, develops, implements and controls the EO Non-Discrimination Policies and Procedures for the WIA, provides confidential legal advice and consultation to the Workforce Bureau Manager on legal recommendations of Workforce EO policy and actions; advises the Chief Legal Counsel of the goals and objectives for the program; develops all policy and program initiatives for all EO programs encompassed within the Division; develops all procedural processes for administering monitoring and compliance under 29 DFR Part 37 - Implementation of Non-Discrimination Policies and Procedures for the Workforce Investment Act for compliance with federal rules, regulations and legal parameters.							
20%	2.	Supervises staff; assigns work; approves time off; provides guidance and training; gives oral and written reprimands; effectively recommends grievance resolutions; completes and signs performance evaluations. Establishes annual goals and objectives; counsels staff on problems with productivity, quality of work and conduct; determines staffing needs; reviews activity reports.							
20%	3.	Establishes policy regarding program methodology and fiscal and personnel management, maintains budgetary control, allocates expenditures, and control public relations for the EO within the WIA programs; coordinates and integrates program administration between other WIA grantees to maintain compliance of WIA Non-Discrimination Policies.							
15%	4.	Plans and develops all program objectives provided through the EO Non-Discrimination Policies and Procedures; directs the design and implementation of the Bureau-wide process for ongoing review and evaluation of the Division's program performance							
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE		AGENCY HEAD SIGNATURE			DATE		
<i>Maurice O'Donnell</i>		<i>PERSONNEL</i> <i>Mark Magill 6/19</i>		<i>Jack Zavin BA</i>			5/29/07		

Tech Services

16. (CONTINUED)

% OF TIME

16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)

15%

5.

Travels to meetings and represents the agency before various private and public groups on a state and local level concerning the mission, goals and program resources available through the Division's WIA Non-Discrimination Policies staffing needs to achieve program objectives; reviews activity reports.

5%

6.

Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

WORKING TITLE (IF ANY)

SPSA 40070-42-00-040-00-01

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

☒ SUPERVISOR OR ☐ LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
PSA	37015-42-00-040-51-01	0
PSA	37015-42-00-040-51-02	1
PSA	37015-42-00-040-51-03	1

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires education and experience equivalent to completion of four years of college, preferably with courses in public administration, political science, business, business law; requires four years administrative and supervisory level experience in the practice of law in public or private sector; preferably affiliated with workforce investment and reporting requirements.

Requires license to practice law in the State of Illinois.

Requires ability to meet travel requirements of position.